

CENTRAL INTELLIGENCE AGENCY  
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Mr. James T. McIntyre  
Deputy Director  
Office of Management and Budget  
Washington, D. C. 20505

Dear Mr. McIntyre:

This Agency is proceeding apace with plans for developing and installing a zero-base budget (ZBB) system consistent with the Administration's intention to produce a Federal budget for 1979 on this basis. We, along with other Federal establishments, are seeking guidance and assistance in order to make our budget as responsive as possible to the ZBB concept and to take full advantage of the potential the system offers to improve the budget process. President Carter's letter of April 27, 1977, further underscores the need for close consultation with the Office of Management and Budget, and in that spirit I would like to invite you to visit the Agency to talk with us about OMB's plans and prospects for ZBB. I am sure we would benefit from hearing firsthand about your experience, what the Administration expects from ZBB, the potential advantages to program managers, the pitfalls, and any other observations and comments you would care to make about the process.

I have in mind a somewhat limited audience of selected managers at both senior and middle levels to permit the highest degree of pertinency and to ensure that as we translate your continuing guidance into action this relevance is not lost along the way. I would suggest about a one-hour presentation followed by a question-and-answer period, but I welcome your thoughts to make this session as useful as possible. We would be delighted to have Nanette Blandin accompany you if you desire.

Possibly you, and Nanette if she attends, could join me, Jim Taylor, and one or two other members of my staff for lunch before the suggested ZBB presentation. The latter could be scheduled for the early afternoon after lunch on a mutually convenient date. I would appreciate hearing from you on your willingness to take time from your busy schedule to give us your counsel and advice on ZBB.

Sincerely,

/s/ E. H. Knoche

E. H. Knoche  
Deputy Director

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